

# REQUEST FOR PROPOSALS

---

***JUDICIAL COUNCIL OF CALIFORNIA***

**REGARDING:**

***STUDY OF VETERANS NEEDS AND TREATMENT  
COURTS***

**PROPOSALS DUE:**

***FEBRUARY 23, 2018***, NO LATER THAN ***3:00 P.M.*** PACIFIC TIME

## **1 BACKGROUND INFORMATION**

### **1.1 JUDICIAL COUNCIL OF CALIFORNIA**

The Judicial Council of California (Judicial Council), chaired by the Chief Justice of California, is the chief policy-making agency of the California judicial system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business, recommend improvements to the courts and make recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, procedure, and performs other functions prescribed by law.

### **1.2 CRIMINAL JUSTICE SERVICES (CJS)**

The Judicial Council's Criminal Justice Services (CJS) will coordinate this project. CJS, composed of legal, analytical and program staff, provides services and support to the Judicial Council and the courts. CJS serves the Judicial Council in fulfilling its policy, procedure, and court administrative obligations.

### **1.3 PURPOSE**

This RFP aims to identify an individual person or entity to conduct a qualitative study of counties that operate a Veterans Treatment Court (VTC) and an assessment of counties that do not operate a VTC. To fulfill the legislative mandate of Senate Bill 339, the Judicial Council seeks to understand better the barriers to establishing and operating a VTC in counties where none exist. It also aims to gain an understanding of recovery and rehabilitation services, other than VTCs, available to veterans or members of the military involved in the justice system who suffer from service-related disorders, substance use, or mental health disorders.

1.4 This RFP is the means for a prospective person or entity to submit their qualifications and request selection as the Contractor for the work of this RFP, as defined in Attachment 2, Appendix A, Services. The services sought are those of a person or entity with expertise in social science, public policy, or collaborative court research. A prospective person or entity should (i) be familiar with California trial courts; (ii) have experience surveying, assessing, and making program recommendations for collaborative courts; (iii) have experience in VTC program operations, processes, and [The Ten Key Components of VTCs](#); (iv) and have experience communicating, gathering, collecting, and analyzing data from an interagency team of criminal justice, Veteran Affairs, social services, mental health,

and substance use treatment professionals that work together to provide treatment and complementary services to veteran participants in a VTC.

- 1.5 It is the intention of the Judicial Council to award a single contract estimated to begin May 1, 2018 and continue through April 30, 2019. The compensation outlined in this RFP, including travel to 3-5 VTCs, will not exceed \$25,000.
- 1.6 VETERANS TREATMENT COURTS: JUDICIAL COUNCIL ASSESSMENT AND SURVEY (SENATE BILL 339)

On October 8, 2017, Governor Edmund G. Brown approved the Veterans Treatment Courts: Judicial Council Assessment and Survey ([Senate Bill 339](#)), which mandates the Judicial Council to conduct a study on veterans and Veterans Treatment Courts (VTCs) in California. Senate Bill 339 requires the Judicial Council to conduct a statewide survey of VTCs currently in operation; assess counties that do not operate VTCs to identify barriers to program implementation and assess the need for VTCs in those counties; identify alternative resources that may be available to veterans; and recommend the expansion of VTCs or services to counties without VTCs and the feasibility of designing a regional VTC model.

- 1.7 The Judicial Council report of the study is due to the Legislative Branch on or before June 1, 2020.
- 1.8 The Judicial Council will be responsible for conducting a quantitative data analysis using a sample of VTCs to measure participant outcomes, including, but not limited to, program recidivism, mental health, homelessness, employment, social stability, and substance abuse.
- 1.9 The Contractor will be responsible for conducting a statewide assessment of the VTCs currently in operation that includes the number of veteran participants in the program, successful completion and program termination rates, and services available. The Contractor must also assess counties that do not operate VTCs to: (a) identify barriers to program implementation, (b) assess the need for VTCs based on veterans services available and the estimated number of veterans involved in the criminal justice system, (c) identify alternative resources currently available to veterans including other collaborative court programs, and (d) explore the feasibility of designing regional model VTCs. The Contractor will also accompany Judicial Council staff on 3-5 planned site visits of VTCs.

- 1.10 VETERANS TREATMENT COURT (VTC)

Veterans Treatment Courts (VTCs) are a court-based program that provides substance use, mental health, and complimentary services to past and current members of the armed forces. VTCs incorporate elements of the drug court model based on a public health approach in which an interagency team of criminal justice, Veteran Affairs, social services, mental health, and substance use treatment

professionals work together to treat the illnesses of veterans involved in the criminal justice system to prevent them from reoffending.

Veterans with a criminal case who experience post-traumatic stress disorder, traumatic brain injuries, military sexual trauma, substance use disorder, or other mental health disorders can be referred to VTCs through a variety of sources including judicial officers, public defenders, or probation officers. Veterans are then clinically assessed by treatment providers, screened for program suitability, and accepted into the program by representatives of the VTC multidisciplinary court team.

Upon program entry, veterans voluntarily take part in a community-based treatment plan tailored to their needs. Veterans frequently attend court review hearings where they appear before a judicial officer who gauges and appraises the performance of their progress in treatment and engagement in the community.

Veteran participants that complete and graduate from a VTC may have their cases dismissed, have felonies reduced to misdemeanors, and/or may not have to serve time in jail. Veterans who do not complete a VTC may be referred to the courtroom of origin and may be subjected to sanctions.

## **2 DESCRIPTION OF SERVICES AND DELIVERABLES**

### **2.1 TERM**

The services are expected to be performed between May 1, 2018, and April 30, 2019.

### **2.2 SCOPE OF SERVICES**

There are three primary deliverables for this RFP:

**2.2.1 Deliverable 1:** Submit a research plan for the activities outlined in Section 2.5 and Deliverables 2 and 3. The plan should include (a) data sources and data collection strategies/methods (e.g., online assessment, review of program manuals, interviews with VTCs team members, focus groups, site visits, conference calls), (b) methods for analyzing data, including use of any software programs, if applicable, and (c) a timeline for completion of work for Deliverable 2 and Deliverable 3.

**2.2.2 Deliverable 2:** Submit a draft and final report summarizing findings from an assessment of counties that do not have a VTC. Findings should represent no less than 85% percent of counties with no VTCs. The report should findings regarding, but not limited to, the following:

- Reasons for not operating a VTC;
- Barriers to operating a VTC;
- Availability of other types of collaborative courts and/or resources available to veterans and military service members; and
- Recommendation(s) for the expansion of VTCs or services to counties without VTC, including the feasibility of designing a regional VTC model.

The final report will include an introduction describing the background of the study, in addition to a conclusion that also addresses any research limitations or challenges encountered while conducting the study.

**2.2.3 Deliverable 3**, submit a draft and final report summarizing findings of a statewide assessment of VTCs currently in operation. Findings should represent no less than 85% of all VTCs in California. The report must include, but is not limited to the following:

- Number of veteran participants served in specified time period;
- Services available, including any culturally competent services;
- Eligibility requirements,
- Program length,
- Court team composition,
- Frequency of court review hearings,
- Procedures for drug and alcohol testing,
- Treatment and supervision caseload ratio/size,
- Types of clinical and supervision risk assessment tools used, and
- Program completion and termination rates.

The final report will include an introduction describing the background of the study, in addition to a conclusion that also addresses any research limitations or challenges encountered while conducting the study.

## 2.3 AUTHORITY AND APPROVAL

The Contractor is not authorized to make final and binding decisions or approvals on behalf of the Judicial Council. As required by this Agreement, the Contractor will obtain the necessary approvals from the Judicial Council and/or CJS.

## 2.4 RESPONSIBILITIES OF THE JUDICIAL COUNCIL

The Judicial Council will be responsible for the following:

- Conducting project management activities for the study;
- Providing a list of currently operating VTCs to the Contractor and assisting in the planning of 3-5 site visits;
- Providing a copy of the latest version of the Judicial Council Style Guide (see Attachment 9);
- Initiating contact between the contractors and the Superior Courts;
- Reviewing and revising contract deliverables.

## 2.5 RESPONSIBILITIES OF THE CONTRACTOR

The Contractor will be responsible for the following:

- Complete the Scope of Services and Deliverables according to the timeline outlined in Section 3 of this RFP;
- Work closely with Judicial Council staff and accompany them to planned VTC site visits;
- Proactively assist with resolution of issues with any aspect of the work;
- Provide CJS with any source data and assessment notes.

## 2.6 QUARTERLY PROJECT STATUS REPORTS

The Contractor shall submit Quarterly Project Status Reports (see Attachment 10) to CJS. Reports will include: (1) description of work performed during the reporting period, (2) challenges encountered and remedial actions taken, if any, and (3) a description of activities anticipated for next reporting period.

## 2.7 JUDICIAL COUNCIL STYLE GUIDE

All written reports should adhere to the latest version of the Judicial Council Style Guide and any other related report guidelines, templates, etc. as directed by the JCC when submitting written work. Documents should be transmitted in a hardcopy format as required by the JCC and electronically in an editable Microsoft Word format. All charts, tables, and graphics must be submitted in an editable format as well. The Contractor must provide an annotated bibliography and hard copies of all source materials used with each deliverable (and include an electronic link to an online source if available).

### 3 DELIVERABLES

<b>Deliverable 1: Research Plan</b>	<b>Due Date:</b>
Submit a research plan for the activities outlined in Section 2.5 and Deliverables 2 and 3. See Section 2.2.1 for details.	Friday, June 1, 2018
<b>Deliverable 2: Statewide assessment of counties that do not currently operate a VTC</b>	<b>Due Date:</b>
Submit a draft report in Microsoft Word format summarizing findings from the assessment of counties that do not have a VTC. Draft report should adhere to the Judicial Council Style Guide (see Attachment 9). Findings should represent no less than 85% of counties with no VTCs. See Section 2.2.2 for details.	Friday, October 19, 2018
Submit the final report in Microsoft Word format (incorporating Judicial Council’s revisions from the draft report). The final report will include an introduction describing the background of the study, in addition to a conclusion that also addresses any research limitations or challenges encountered while conducting the study. Final report should adhere to the Judicial Council Style Guide.	Friday, November 2, 2018
<b>Deliverable 3: Statewide assessment of VTCs currently in operation</b>	<b>Due Date:</b>
Submit a draft report in Microsoft Word format summarizing findings of the statewide assessment of VTCs currently in operation. Draft report should adhere to the Judicial Council Style Guide (see Attachment 9). Findings should represent no less than 85% of all VTCs in California. See Section 2.2.3 for details.	Tuesday, April 9, 2019
Submit the final report in Microsoft Word format (incorporating Judicial Council’s revisions from the draft report). The final report will include an introduction describing the background of the study, in addition to a conclusion that also addresses any research limitations or challenges encountered while conducting the study. Final report should adhere to the Judicial Council Style Guide.	Tuesday, April 23, 2019

**4 TIMELINE FOR THIS RFP**

The Judicial Council has developed the following list of key events from the time of the issuance of this RFP through the intent to award contract. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued	Tuesday, January 9, 2018
Deadline for questions to <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a>	Tuesday, January 16, 2018, at 3 pm Pacific Time
Questions and answers posted ( <i>estimate only</i> )	Tuesday, January 23, 2018
Latest date and time proposal may be submitted	Friday, February 23, 2018, at 3 pm Pacific Time
Evaluation of proposals ( <i>estimate only</i> )	Monday, February 26, 2018, through Friday, March 9, 2018
Notice of Intent to Award ( <i>estimate only</i> )	Monday, April 2, 2018
Negotiations and execution of contract ( <i>estimate only</i> )	Tuesday, April 3, 2018, through Monday, April 30, 2018
Contract start date ( <i>estimate only</i> )	Tuesday, May 1, 2018
Contract end date ( <i>estimate only</i> )	Tuesday, April 30, 2019



## 5 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Judicial Council Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign Judicial Council Standard Form agreement.
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 7: Bidder DVBE-Declaration	The Proposer must complete this form only if it wishes to claim the DVBE incentive associated with this solicitation.
Attachment 8: DVBE Declaration	The Proposer must complete and return this form with the proposal only if Proposer wishes to declare DVBE status
Attachment 9: Judicial Council Style Guide	The Judicial Council Style Guide details basic formatting guidelines that Judicial Council staff follow in written materials such as reports, memos, and publications.
Attachment 10 Quarterly Project Status Reports	Quarterly Project Status Reports describe work performed for the reporting period, challenges encountered and remedial actions taken, if any, and statement of activity anticipated for next reporting period.

## 6 PAYMENT INFORMATION

The compensation outlined in this RFP, including travel to 3-5 VTCs, will not exceed \$25,000. Upon completion of a deliverable, the contractor shall submit invoices for services for payment. Invoices shall include, in detail, all costs and applicable charges.

## **7 SUBMISSIONS OF PROPOSALS**

- 7.1** The Proposer shall provide their point of contact, including name, physical and electronic addresses, and telephone and facsimile numbers in a cover letter.

Proposals should provide concise information that satisfies the requirements of Section 8 (Proposal Contents). Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.

- 7.2** Proposers will submit one (1) original and two (2) hard copies of the proposal. The original must be signed by an authorized representative of the Proposer. The original proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, The Proposer must write the RFP title and number on the outside of the sealed envelope.

Proposers are also required to submit an electronic version of the entire proposal on a USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

- 7.2.1** Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California  
Attn: Lenore Fraga-Roberts, Bid Desk  
RFP No. CJS-2018-01-CD  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3688

Late proposals will not be accepted.

Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

- 7.2.2** The Judicial Council reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Judicial Council or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

## **8 PROPOSAL CONTENTS**

The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- 8.1 Proposal:** The Proposal must be double-spaced, using a standard 12-point font with at least 1-inch margins, and must not exceed 15 pages. The 15-page limit does not include required attachments.
- 8.1.1** The Proposer's name, title, address, telephone and fax numbers, and email address of the individual who will act as Proposer's designated representative for this RFP. Include a federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- 8.1.2** Description of contractor competencies relevant to the project, familiarity with evaluation topic, and experience on similar assignments. Provide curriculum vitae and/or resume for project lead. Sample reports of similar studies conducted by the proposer may also be attached.
- 8.1.3** Provide a minimum of three (3) clients for whom the Proposer has conducted similar services as well as a brief description of the project and results. Please provide the following contact information for each client: contact name, firm, address, phone and email address. The Judicial Council may check references listed by Proposer.
- 8.1.4** Describe the management structure and staffing for the project. For each key staff member include a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- 8.1.5** Provide a narrative of proposed methods for completing deliverables 2 and 3 (Section 2.2.2 and 2.2.3), including the following:
- Description of planning activities
  - Proposed data elements (including those listed in Section 2.2.2 and 2.2.3), data sources and proposed data collection strategies.
  - Methods for analyzing data, including use of any software programs.
  - Timeline for all proposed activities.
  - Methods for assuring data quality and maintaining confidentiality.
- 8.2** Acceptance of the Terms and Conditions.
- 8.2.1** On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the

required additional materials. An “exception” includes any addition, deletion, or other modification.

**8.2.2** If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

**8.3** Certifications, Attachments, and other requirements.

**8.3.1** The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

**8.3.2** The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.

**8.4** If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

**8.5** **Cost Proposal.** The following information must be included in the cost proposal:

- A detailed line item budget showing total cost of the proposed services.
- A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- A “not to exceed” total for all work and expenses payable under the contract, if awarded.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

## **9 OFFER PERIOD**

9.1 A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Judicial Council reserves the right to negotiate extensions to this period.

**10 EVALUATION OF PROPOSALS**

- 10.1** At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.
- 10.2** The Judicial Council will evaluate the proposals on a 100 point scale using the criteria outlined in the table below. The award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the Judicial Council will post an intent to award notice at <http://www.courts.ca.gov/home.htm>

<b>CRITERION</b>	<b>RFP SECTION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Methods for completing Scope of Services	2.2; 8.1.5	35
Cost proposal	8.5	20
Competencies and experience on similar assignments	8.1.2; 8.1.3; 8.1.4	22
Acceptance of the terms and conditions	8.2	10
Completeness and quality of proposal	2;8	10
Disabled Veteran Business Enterprise (DVBE) Incentive	12	3

**11 CONFIDENTIAL OR PROPRIETARY INFORMATION**

- 11.1** PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JUDICIAL COUNCIL will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation.
- 11.2** All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Judicial Council’s right to disclose information in the proposal, or (b) requiring the Judicial Council to inform or obtain the consent of the Proposer

prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

## 12 **DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the JBE's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE's sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer's proposal. The number of points that will be added is specified in Section 10.0 above.

To receive the DVBE incentive, at least 2% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 7). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (Attachment 7) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.**

### 13 **PROTESTS**

13.1 Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Judicial Council to receive a solicitation specifications protest is **January 16, 2018**. Protests must be sent to:

Judicial Council of California  
Attn: Protest Officer, RFP No. CJS-2018-01-CD  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102-3688